



COMDTNOTE 12510

9 JAN 1992

COMMANDANT NOTICE 12510

CANCELLED: 8 JUL 1992

Subj: Ch-3 to COMDTINST M12510.6B, Position Classification
Manual

1. **PURPOSE.** This Notice provides changes to COMDTINST M12510.6B, Position Classification Manual, which establish the procedures, practices, and need criteria for classification studies, guides, and standard positions.
2. **BACKGROUND.** At the request of the Commandant a review was done of the position classification program to identify the reasons why the Coast Guard average grade appeared to lag behind that of other Department of Transportation operating administrations. Among the areas studied as part of the review conducted by Systems Flow Inc. were classification standards and guides.
 - a. The study identified several position classification standards as being outdated or otherwise inadequate for the evaluation of Coast Guard positions. For example, managers were concerned with standards oriented toward positions with responsibility for large projects which failed to give adequate credit to work with a wide variety of small projects.
 - b. In addition, it was felt that the absence of position classification standards for some unique occupations could permit inconsistency in classification application.
 - c. To address these problems it is necessary to establish guidelines for two types of standards activities.
 - (1) The development of Coast Guard unique classification standards, guidelines, and position descriptions; and

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2. c. (2) The development of effective recommendations to Office of Personnel Management (OPM) draft classification standards issued for comment so that Coast Guard needs are persuasively presented and changes are considered by OPM.
3. SUMMARY OF CHANGES. Policy regarding these issues is added as Chapter 4 addressing:
 - a. Comments on OPM draft classification standards; and
 - b. Comments on standard position descriptions and evaluation statements.
4. ACTION. Insert the following pages:

Remove

Insert

Page 111, CH-3
Pages 4-1 - 4-3, CH-3



G. D. PASSMORE
Chief, Office of Personnel
and Training

Encl: (1) Ch-3 to COMDTINST M12510.6B

**Chapter 4 - Comments on Draft OPM Classification Standards
and/or Agency Guidelines and Standard Position
Descriptions**

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CHAPTER 4. COMMENTS ON DRAFT OPM CLASSIFICATION STANDARDS AND/OR AGENCY GUIDELINES AND STANDARD POSITION DESCRIPTIONS

A. Request for Comments on Proposed OPM Classification Standards and/or Agency Guidelines. Civilian Personnel Offices will be requested to review proposed OPM standards and/or agency guidelines. Those offices with positions covered by the proposed standards or guidelines will be expected to provide comments. Comments from offices without positions covered are optional. Offices will establish management/personnel workgroups to evaluate the new standards and/or guidelines. Standards with significant Coast Guard impact will have a Commandant (G-PC) representative advising the workgroup. This is in accordance with the Position Classification Study Implementation Plan item #10 (f).

1. General Questions. General questions in the draft standards and/or guides should be answered:
 - a. Overall Statement. Statement representing the overall view of the new standard or guide.
 - b. Series Definition. Is the series definition adequate? If not, indicate what other types of work should be included and/or suggest language for improvement.
 - c. Treatment of Inclusions and Exclusions. Are inclusions and exclusions appropriate? If not, give explanation.
 - d. Explanatory Material. Is the explanatory material adequate in terms of explanation of work processes; general nature and organization of work? Is this material generally satisfactory; unnecessarily detailed and lengthy; in need of further clarification, or additional material? If any of the above are true, what is your proposal for modification?
 - e. Terminology. Are terms used in the standard properly defined? If not, indicate suggestions for improvement.
 - f. Suggested Language. Suggested language or illustrations of major significance for clarifying or improving factor level descriptions or other portions of the guide.
 - g. Illustrative Examples of Work. Are statements of work performed typical of jobs in your organization? If not, give explanation and furnish samples that would provide needed guidance.

- A. 2. Specific Questions. Specific OPM and/or Agency questions pertaining to individual standards and/or guides must be answered.
3. Test Application. Apply the draft standard and/or guide to a representative sample of correctly classified positions. You should apply the draft to a sufficient number of positions to support your estimates of potential impact. Provide the following information:
- a. The number of positions, by title, series (if appropriate), and grade level used in the test application.
 - b. The potential impact on these positions, i.e., the number of upgrades, downgrades, and no grade changes.
 - c. Copies of descriptions and brief evaluations for positions with grade changes.
 - d. Comments on difficulties experienced in understanding and applying criteria in the draft standard and/or guide.
- B. Request for Comments on Standard Positions Description (PD's) and Evaluation Statements. Civilian Personnel Offices will be requested to review proposed standard PD's and evaluation statements. Those offices with positions covered by the proposed PD's and evaluations will be expected to provide comments. Comments from offices without positions covered are optional. Please also review organizational structure and make any recommendations which would provide managers position management options.
1. Review Questions for Standard PD's. The following questions should be answered:
- a. Overall Statement. Statement representing the overall view of the standard PD's.
 - b. Introduction. Does the statement reflect the primary purpose of the position and its relationship to the organization?
 - c. Suggested Language. Suggested language or illustrations for clarifying or improving descriptions.
 - d. Major Duties and Responsibilities. Are statements of work performed typical of jobs in your organization? Are they too broad or too narrow? What changes should be made?

- B. 1. e. Supervisory Duties. If appropriate, are supervisory duties adequately described? If not, what changes need to be made?
- f. Special Qualification Requirements. If special qualifications are required are they adequately addressed in the description or does a statement need to be added?

2. Review Questions for Standard Evaluation Statements

- a. Overall Statement. Statement representing the overall view of the standard evaluation statement.
- b. Series and Title Determination. Are the series and title determinations appropriate? If not, what needs to be changed and why?
- c. Analysis. Does the grade level analysis support the conclusion? If not, suggest language for improvement.
- d. Fair Labor Standards Act (FLSA) Determination. Is the rationale used to designate the position as exempt or nonexempt correct? If not, why not?
- e. Performance Management and Recognition System (PMRS). Is the rationale for coverage under or exclusion from PMRS appropriate? If not, why not?

